



2019-2020 Dropout Data Reporting Year Guidelines

The following guidelines are intended to provide specific information regarding definitions and procedures for collecting dropout data for grades 7 through 12

10/7/2019

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Key Dropout Dates

Date	Activity
October 1	Suggested date to begin running Dropout Report within IC District
October 31	All changes to the Dropout data completed by district
November 1	Dropout data extracted by KDE from IC State and final review files will be posted to Student Data Review and Rosters (SDRR)

Summary of Changes for the 2019-2020 Submission (2018-2019 school year data)

No changes for this year.

Reporting location (formerly referred to as Accountability)

30 Day Rule

Dropout Reporting Location

The district will submit the location district and school numbers where the dropout occurred. In addition, the district can assign a reporting district and school for those students who should be tracked back to their home districts and schools based upon residency (includes dropouts from A2 through A6 schools).

In order to determine the reporting location of dropouts for the 2018-2019 school year, a district should review students who were enrolled less than 30 instructional days during the 2018-2019 school year and use the following guidelines to determine the reporting district and school.

State Reporting Location

For a student enrolled less than 30 instructional days in a district prior to dropping out, the district and school location number should be set to the enrollment district and school number at the time of dropout and the reporting district number set to the state code of 999. Leave reporting school number blank.

District Reporting Location

For a student enrolled at least 30 instructional days in the district, but not 30 instructional days or more within any school in the district prior to dropping out, the district and school number should be set to the enrollment district and school number at the time of dropout and the reporting district number set to the district of withdrawal. Leave reporting school number blank.

School Reporting Location

For a student enrolled at least 30 instructional days in a school prior to dropping out, both the location district and school number as well as the reporting district and assigned school number are set to the enrollment district and school number at time of dropout.

Alternative Programs (A5 and A6 Schools)

Students who have dropped out from an alternative program (A5 or A6 School) can be tracked back to the reporting school. The reporting school can be set for students in Alternative Programs in Infinite Campus (see screen shot below).

For students at an A6 school that has only state/court placed enrollments, the reporting location will automatically be set to state. If a student is in a blended A5/A6 program and is state/court placed, a change request will be submitted through Dropout Data Review in the Student Data Review and Rosters (SDRR) web application.

State Reporting Fields

☐ State Exclude

☐ Perkins Only

Migrant

☐ Immigrant

☐ Refugee

☐ Out Of State

☐ Extra Year in Primary

☐ Program 504

☐ School Choice

☐ Homeless

☐ Foreign Exchange

Dropout Questionnaire

Resident District

Select a Value

School of Accountability

Select a Value

Living Status

Select a Value

District of Accountability

Select a Value

KEES Override

Select a Value

☐ Underage Waiver

General Education Diploma (GED)

GED Recipients

A student who dropped out of school and later received a GED is a dropout if the student did not earn the GED prior to October 1, 2019. Therefore, all students who dropped out

with the intention of obtaining a GED, through an Adult GED program, should be verified and documentation should be kept on file for audit purposes. If the student did not receive the GED prior to October 1, 2019, that student is a dropout and their end status should be changed from a W27 to a dropout code of W23, W24 or W25. If the student earned a GED prior to October 1, 2019, complete all information on the graduation tab in IC for these students, including setting their diploma date to the date of the GED certificate. For students who receive an Adult GED, choose the Adult GED diploma type. For information regarding Adult GED, contact Kentucky Adult Education at (502) 573-5114 or (800) 928-7323.

A. GED Recipients Who Re-enroll Into a Kentucky Public School for a High School Diploma

A student who earned a GED and did not earn a high school diploma can re-enroll in a Kentucky public school to earn a high school diploma. These students will be enrolled in the same manner as regular enrollments; if the student withdraws with a dropout code (W23, W24 or W25), the student will be a dropout.

B. Summer GED Recipients

Districts have two options for handling students in Infinite Campus (IC) who earn their GED over the summer. First, they can go to the enrollment for the prior school year and change the end status from CO1 to a W27 and complete the graduation tab. Second, they can wait until opens up in SDRR to accept change requests (after November 1) and enter a change request for the end status of that student to change from CO1 to W27 (and still complete the graduation tab). The reason for either of these is to ensure that the W27 is tied to the school at the last enrollment and not to a No Show record at a new school.

Keep in mind that an end status of CO1 and W27 count the same in Cohort. Neither are an end status associated with a regular high school diploma and will not count positively for cohort rate calculation. So, the only effect of doing either of the two options above is how the end status is presented in SDRR.

Summer Dropouts

Summer dropouts must enroll **prior to** October 1 of the academic year for which they did not return to school in order to **not** be a dropout. For this submission, summer dropouts were students who finished the 2017-18 school year and did not return after the summer of 2018 to the 2018-2019 school year. These students had until October 1, 2018 to return to school to not be a dropout. These students should have a No Show record for the 2018-2019 school year. If this student had a legitimate transfer over the summer, please use the End Status of a No Show enrollment to indicate a transfer to home school (W20), private school (W21) or out of state/country (W29). For example, a student moved outside the state and enrollment was

substantiated. Open up the No Show record in IC and add an end status of W29. If there is a withdrawal code in the end status for a No Show record that is not a dropout code, such as W20, W21, W22 or W29, that student will not be shown as a summer dropout. An end status of W07 (withdrawal due to medical illness) or W08 (deceased) will also remove the student as a dropout.

The screenshot displays the 'Enrollments' tab in a software application. At the top, there are tabs for Summary, Enrollments, Flags, Assessment, Behavior, Transportation, Graduation, and Records. Below these are buttons for Save, Delete, and Print Enrollment History. The 'Enrollment Editor' section contains a table with columns for Edit, Grade, Type, and Calendar (Schedule Name). The table lists three enrollment records with grades 12, 12, and 11, all of type 'P'. Below the table is the 'General Enrollment Information' section, which includes fields for Calendar, Schedule (read only), Main, Start Date (08/06/2014), No Show (checked), End Date (08/06/2014), Start Status (NS: No Show), Start Comments, and End Comments. A dropdown menu is open, showing a list of end status codes: G02: Graduated in four (4) years, G03: Graduated in five (5) years, G04: Graduated in six (6) or more years, W01: Transferred to another enrollment in same school, W02: Transfer to a school within the district, W07: Withdrawn for health reasons, W08: Withdrawn due to death, W12: Withdrawn under jurisdiction of court, W17: Withdrawn, age 5 immaturity or parent choice, W20: Transfer to home school, W21: Transfer to a nonpublic school, W22: Moved, re-enrolled in another Kentucky public district, W23: Withdrawn, second drop in school year, W24: Moved, whereabouts unknown, W25: Dropout - above minimum age for withdrawal, W26: Completed GED Program/GED Certificate, W27: Withdrawal - Received GED, W28: Reached maximum age for services, no diploma, W29: Moved, out of state or out of United States, W30: Mid-year withdrawal Grade 14 with prior diploma, and W22: Moved, re-enrolled in another Kentucky public district. The 'Dropout Reasons' section is also visible, with a dropdown menu. At the bottom, there are sections for 'Future Enrollment' (Next Calendar, Next Schedule Structure, Next Grade) and 'State Reporting Fields' (State Exclude, Perkins Only).

Dropout Report

A. Creation of Files for Review

The Dropout Report is located under KY State Reporting in IC.



A report may be run for dropouts using IC District. The report is listed along with other state reports due to KDE. The report will reflect the data that will be extracted from the IC State system for the district. All changes will continue to be made in the local District IC. After the initial review period (prior to November 1), the data will then be extracted from the IC State system and reviewable through SDRR.

B. Submission Process

KDE will extract data from IC State Edition after November 1. Any issues that cannot be resolved in the IC System will be addressed during the Data Review period in SDRR.

C. Final Review

After the initial review period ends on November 1, the Office of Assessment and Accountability (OAA) will extract the data from IC State database and data will be reviewable in SDRR. It is critical for school and district staff to carefully review the data as it is used for reporting. Dropout data will be reported in the School Report Card.

Dropout Data Collection

Dropout data is reported for each grade, 7 through 12.

Dropout Definition

1. According to the Federal definition adopted by the Kentucky Board of Education, a **dropout** is an individual who:
 1. Was enrolled in school at some time during the previous school year (2018-2019);
 2. Was not enrolled before October 1 of the current school year (2019-2020);
 3. Has not graduated from high school or completed a state or district approved educational program such as a GED or Alternative High School Diploma pursuant to an Individualized Education Program (IEP); and
 4. Does not meet any of the following exclusionary conditions: (a) transferred to another Kentucky public school district, private school, state or district approved education program or moved out of state or country; (b) temporarily absent due to suspension; or (c) deceased.

Note: The school of record for reporting is the school where the student was enrolled prior to dropping out if the student was enrolled in that school for at least thirty (30) instructional days with the exception of summer dropouts who complete grade 8 and fail to enroll in grade 9. The reporting location is the school in which they failed to enroll for grade 9. Students not enrolled in a school for at least 30 days who drop out will be reported either at the district or state level depending on where the student previously attended. See 30-day Rule definition on page 3 of this document.

2. When determining dropouts, the following definitions apply:
 - a) A **school year** is defined as the 12-month period of time beginning with the opening day of the 2018-2019 school year and ending the day prior to the opening of the 2019-2020 school year.
 - b) A **school completer** has graduated from high school with a regular diploma, alternative high school diploma, or completed a state or district approved educational program receiving formal recognition from school authorities.
 - c) **state or district approved program** may include special education programs, home and hospital (homebound) instruction, or some other certification differing from the regular diploma.
 - d) Transfer may be demonstrated through a transcript request or other documentation giving evidence of continuing elementary or secondary education.
3. Schools are responsible for students for the full school year, including **summer school**. This means a student who drops out over the summer must be reported. A summer dropout is counted during the school year in which the student failed to return, not during the school year the student completed. The student must enroll prior to October 1 of the school year immediately following the summer or is considered a dropout. This means a student who dropped out of school during the summer of 2018 (last year) is reported as a 2018-2019 dropout if the student did not enroll

prior to October 1, 2018. A student who dropped out during the summer of 2019 who completed the traditional 2018-2019 school year is reported as a dropout on the 2019-2020 academic year, if the student does not re-enroll prior to October 1, 2019. Schools should maintain a list of students who complete each school year but did not re-enroll for the following school year to verify their status as either a dropout or transferred to another school.

4. Schools are responsible for verifying the whereabouts of all students enrolled for the 2018-2019 school year who withdrew from the school.

E. Schools must account for withdrawals in grades 7 through 12. ***Any student in grades 7 through 12 who is not accounted for is considered a dropout.*** A dropout rate in elementary schools (entry level, primary and grades 4 through 6) is not calculated for reporting purposes.

F. The **W20, W21, W22 and W29** withdrawal codes are used specifically to account for ***verified transfer students*** and are not dropouts. During the dropout verification period, a school should verify the actual enrollment of any student who was not reported as a dropout due to receiving a records request. If the student did not enroll, he/she is a dropout. **A student with an end status of W22 will be a dropout if there is no subsequent enrollment in another Kentucky public school.**

G. Consistent with Kentucky's inclusive assessment system, a student who is ill and participating in an approved home and hospital (homebound) instruction program (**W07**) is not considered a dropout. A deceased student (**W08**) end status is not considered a dropout.

H. Students withdrawn with a **W12**, whose attendance in a court prescribed educational program cannot be verified, are considered dropouts. When dropouts are verified, W12 students should be receiving educational services and if not, they should be included in the dropout list.

I. The **W23, W24 and W25** withdrawal codes are used specifically for students who have either withdrawn for a second or subsequent time previously withdrawn as a W24 or W25, moved and enrollment elsewhere has not been substantiated or prior to the 2019-2020 school year, a pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public school; beginning with the 2019-2020 school year, a pupil who is at least eighteen (19) years of age and has withdrawn from public school; these students are considered dropouts.

J. The **W28** is used specifically for a pupil who has reached the maximum age for educational services without receiving a diploma or an Alternative HS Diploma. These students are considered dropouts.

K. Students coded **SSP2** (expelled, not receiving services) are also considered dropouts if the expulsion period is over and the student is not receiving educational services. A complete description of all withdrawal and other codes is found on pages 11 through 12.

NOTE: A student who dropped out twice in one academic year is only counted as a dropout once for that year. If a student drops out in multiple years, he/she is a dropout for each year.

Documenting School Leaver Status

Each school must document a student as a legitimate school **leaver** (i.e., documented transfer or completer), **or the student is automatically considered a dropout**. Documentation helps to ensure uniform and comparable dropout data across schools, districts and states.

In general, documentation will involve:

1. A formal notice of some kind (i.e., transcript request) and verification of enrollment; or
 2. Information from a responsible adult.
- Formal notice includes:
 - A formal request for transcript (or other written documentation) will suffice to verify that a student has transferred to another school. Date of receipt of request should be maintained, along with the address of the school to which the student has transferred. 702 KAR 7:125 Section 20 (2) requires that a request for records and other information involving the transfer of pupils be maintained in the student's permanent file.
 - Notes from an exit interview with a school official, Director of Pupil Personnel records, or letters from parents are acceptable written documentation of school leaver status, if actual status is documented, not just intent. The communication must document that the student is enrolled in an approved educational program as opposed to the student's intent to enroll.
 - Notification by responsible adult includes:
 - Parent or guardian, school official, faculty member, or other adult with responsibility for the student (e.g., pupil personnel, medical doctor, corrections official, etc.). For example, if the school contacts a parent and the parent says that the student has taken a job and dropped out, written documentation of the phone call will suffice to verify the status of the student as a dropout.
 - Responsible adult can also include a family member (grandparent, sibling, aunt, etc.), responsible neighbor, or friend or local community member at least 14 years of age who can verify the whereabouts of the school leaver. The person must have direct knowledge of the school leaver's whereabouts. Second-hand information is not valid.

Examples of Verified Transfer Students

- George's mother asked for a copy of his immunization records and told the school counselor the family was moving to Orange County, Florida in a few weeks. An inquiry from the district to the Orange County schools confirmed that George was enrolled in grade 7 at Orange County Middle School.

- In a telephone call, George's mother told the attendance clerk that George was just finishing his first semester in grade 7 in Orange County Middle School.
- The school received a formal request for George's records from Orange County Middle School in Florida since he had recently enrolled in grade 7.

Examples of Dropouts

- Tammy enrolled in Mountain High School in September 2017 in grade 9 and completed the fall and spring semesters (2017-18 school year). By October 1, 2018, Tammy had not shown up at Mountain High School. Her enrollment could not be substantiated elsewhere. This would make Tammy a summer dropout and thus would be counted as a 2018-2019 dropout for her sophomore year.
- School received a records request from another district for a student that dropped out (withdrawn as a W22). When the school contacts the district requesting verification of enrollment for that student during the dropout verification period, they find that the student did not enroll at the school.
- In a telephone call, Tammy's older sister told the attendance clerk that Tammy worked at a local store and did not plan to return to school.

The chart below will assist you in determining school leaver status. Dropout noted in **bold**.

A STUDENT WHO:	DROPOUT?	CODE
Graduated	No	G01-G04
Was enrolled only during the summer following the 2018-2019 school year (not officially in membership)	No	
Is deceased	No	W08
Transferred to and has verified membership in another public school district in or out of state	No	W22 or W29
Transferred to and has verified membership in: private school	No	W21
Transferred to and has verified membership in: home school	No	W20
Expelled for behavioral reasons withdrawn to a state agency and receiving educational services	No	SSP1
Expelled for behavioral purposes, being provided educational services by the expelling local school district	No	SSP1
Withdrew for health purposes and is too ill to participate in regular school attendance or local homebound services	No	W07
A Program administered by agency considered a special school district or extension of a regular school district in alternative educational setting (i.e. home and hospital (homebound) instruction, special education residential facility, correctional institution, community or technical college)	No	
A Program that is an off-campus offering of regular school district	No	

A STUDENT WHO:	DROPOUT?	CODE
A Program administered by agency considered a special school district or extension of a regular school district	No	
Pupil under the jurisdiction of the court: Enrolled in a proper educational setting as designated by the court. District to notify KDE so the dropout can be removed by entering a change request in the SDRR application.	No	W12
A pupil who has withdrawn from school and subsequently received an Adult GED prior to October 1 of the academic year immediately following the dropout	No	W27
A pupil who earned a GED, enrolled in a Kentucky public school, withdraws and subsequent enrollment in another public, private or home school is verified.	No	W20, W21 or W22
Left school after passing the age up to which district must provide free public education without earning a regular diploma or alternative diploma	Yes	W28
A pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public school; not graduated, received a GED or completed an approved program prior to October 1, 2019	Yes	W25
Moved out of the school district for which enrollment elsewhere has not been substantiated	Yes	W24
Expelled to a state agency or regional alternative facility not receiving educational services	Yes	SSP2
Expulsion period has expired, and student has not returned to school	Yes	W24 or W25
Enrolled in an institution that is not primarily educational (Military, Vo-Tech, etc.), not considered a special school district	Yes	W25
A Program not approved or administered by district; program classified as adult education	Yes	W25
District cannot substantiate enrollment in the proper educational setting as designated by the court	Yes	W12
A pupil who has withdrawn from school and subsequently received an Adult GED on or after October 1 of the academic year immediately following the dropout	Yes	W27
A pupil who earned a GED, enrolled in a Kentucky public school, withdrew and a subsequent enrollment at another public, private or home school cannot be verified	Yes	W23, W24 or W25

Dropout Data Collection Questions and Answers

1. *How long is the school responsible for students?*

Each school is responsible for all students who have enrolled during the 2018-2019 school year until students are verified as transferring to an approved school or verified as graduated. Any student enrolled during any part of the 2018-2019 school year who drops out and does not re-enter an acceptable educational program prior to October 1, 2019 should be submitted as a dropout.

Enrolled in 2018-2019 and:	Status:
Returns to school prior to October 1, 2018	Not a dropout
Withdrew in 2018-2019 and returns prior to October 1, 2019	Not a dropout
Completed 2017-2018 school year and does not return to school prior to October 1, 2018	2018-2019 dropout (summer)
Withdrew in 2018-2019 and returns on or after October 1, 2019	2018-2019 dropout (regular)
Withdrew in 2018-2019 and returns prior to October 1, 2019, but withdraws after October 1, 2019	2019-2020 dropout unless the student enrolls in a Kentucky public school by October 1, 2020

2. *What about students who drop out and return to school?*

If a student leaves school and does not transfer to an approved school, then he or she is considered a dropout. If a student returns to school prior to October 1; the student is not a dropout and should be coded with the appropriate reentry code. **A student may be reported as a dropout in multiple years, but only one time each year.** If the student enrolls at any school on or after October 1, 2018 he or she is considered a 2018-2019 school year dropout.

Withdrawal Codes Definitions

W01 - A pupil transferred to *another grade* in the same school. The reentry code to use with W01 shall be R01.

W02 - A pupil transferred to *another public school* in the same public school district. The reentry code to use with W02 shall be R02.

W07 - A pupil withdrawn due to those *communicable medical conditions* that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition, or any *other health related condition* for which the student is too ill to participate in regular school attendance or local homebound instructional services, or if the student has obtained a doctor's statement certifying the condition. The reentry code to use with W07 shall be R06.

W08 - A pupil withdrawn due to *death*

W12 - A pupil under the *jurisdiction of the court*. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The reentry code to use with W12 shall be R06. For reporting purposes, a ***W12 shall be considered a dropout if the district cannot substantiate enrollment in the proper educational setting as designated by the court.***

W17 - An entry level student in the primary program, withdrawn during the first two (2) months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060.

W20 - A pupil transferred to a *home school*. The reentry code to use with W20 shall be R20.

W21 - A pupil transferred to a *nonpublic school* (excluding home school). The reentry code to use with W21 shall be R21.

W22 - A pupil who has transferred to *another public school district* and for whom a request for student records has been received or enrollment has been substantiated. For reporting purposes, a ***W22 shall be considered a dropout if the district cannot substantiate enrollment in another Kentucky public school.***

W23 - A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year.

W24 - A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated.

W25 - Prior to the 2016-2017 school year, a pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public school; beginning with the 2016-2017 school year, a pupil who is at least eighteen (18) years of age and has withdrawn from public school.

Note: W26- defined as receiving a secondary GED is no longer applicable to Dropouts.

W27 - A student who has withdrawn from school and subsequently received a GED prior to October 1, 2019.

W28 – A pupil who has reached the maximum age for education services without receiving a diploma or alternative high school diploma.

W29 - A pupil who has moved out of state or outside of the United States.

W30 - A pupil with an IEP enrolled in Grade 14 who has previously received an Alternative High School Diploma, reenrolled and withdrew prior to the end of the reporting school year.

CO1 – A pupil who completes the school year in the school of the most current enrollment.

G01 – A pupil who graduates in less than four (4) years.

G02 – A pupil who graduates in four (4) years.

G03 – A pupil who graduates in five (5) years.

G04 – A pupil who graduates in six (6) or more years, and.

NS – a pupil who completed the prior year with a C01 and was expected to enroll in the district but did not enroll by October 1 of the current year whose enrollment elsewhere cannot be substantiated. **A no show would be a summer dropout if that student fails to enroll elsewhere prior to October 1. A No Show cannot have an end status of a G01-G04. If so, these students will show as a dropout. Graduation must be tied to a valid enrollment by changing prior year end status to a graduation end status if diploma earned by July 31. After this date will require an enrollment in the following school year. Do not schedule these students and enrollment funds will not be awarded for this one day enrollment.**

Safe School Codes Definitions

Board Discipline Codes as used in the Student Information System (IC) for entry of Safe Schools Incidents:

<u>Board Discipline ID</u>	<u>Board Discipline Description</u>
SSP1	Expelled, receiving services
SSP2	Expelled, not receiving services
SSP3	Out of school suspension
SSP4	Alternative Placement (does not create an incident)
SSP5	Corporal Punishment
SSP6	Law only

Dropout codes are in bold face: **W23**, **W24**, **W25** and **SSP2**. Students withdrawn with a **W12** is a dropout **if** it cannot be verified that the student is receiving approved educational services. Students withdrawn with a **W22** shall be considered a dropout if the district cannot substantiate enrollment in another Kentucky public school. Students withdrawn with a W27 and receive their GED are dropouts if they did not receive a GED prior to October 1, 2019.

Appendix A

Review and Submittal Of Dropout Data

Dropout Data Submission Requirements

Again this year districts will run the state dropout report in IC District. After the initial review period (November 1), dropout data for each district will be extracted from the IC State database. Dropout data will be loaded to the SDRR application for review. After the data review period, the final data will be extracted from the IC State system for one final review. Below are steps for running and reviewing the report.

Dropout State Report in IC

Run Report

1. Leave Year set to 2019-2020.
2. Expand KY State Reporting.
3. Choose Dropout Report under KY State Reporting.
4. Leave set to Active Year.
5. Chose one or multiple schools by using alt+clicking on school names or all schools
6. Click on Show Inactive Schools to include any schools closed at end of 2018-2019 school year
7. Leave format set to State Format (CSV)
8. Submit to batch.

Infinite Campus District Edition

Year: 19-20 School: All Schools Calendar: All Calendars

Index Search < **Dropout Report**

Search Campus Tools

System Administrator
IC Resources
▶ Student Information
▶ Census
▶ Behavior
▶ Health
▶ Attendance
▶ Scheduling
▶ Fees
▶ Grading & Standards
▶ Medicaid
▶ Program Admin
▶ Ad Hoc Reporting
▶ User Communication
▶ Assessment
▶ System Administration
▶ FRAM
▶ Messenger
▶ Surveys
▼ **KY State Reporting**
▶ Edit Reports
▶ KDE Reports
Calendar Report
Dropout Report
English Learners Extract
FRYSC Individual Intervention Rpt

The Dropout Report produces a list of students who are considered Dropouts under State guidelines. When a calendar is selected, the report pulls Regular dropouts from the prior school year (the Minus One Year) and calculates Summer dropouts using both the Minus One Year and the Minus Two Year. For example, if the 15-16 calendar is selected, the report pulls Regular Dropouts entirely from the Minus One Year: 14-15. In this scenario, Summer Dropouts will be pulled from data 13-14 (-2 Year) and 14-15.

Note: The Dropout Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.

Extract Options
Format: State Format (CSV)
☐ Select All
Submit to Batch

Select Calendar
Which calendar(s) would you like to include in the report?
☒ active year ☐ previous year

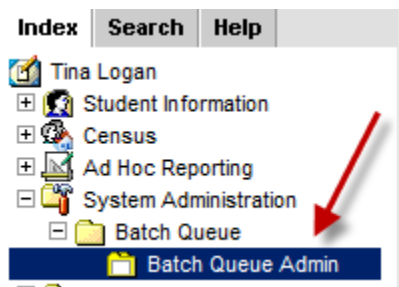
19-20
19-20 Adair County District Of
19-20 Adair County Elementary
19-20 Adair County High School
19-20 Adair County Middle School
19-20 Adair County Primary Cen
19-20 Adair Learning Academy

CTRL-click or SHIFT-click to select multiple

☐ Show Inactive Schools
This tool pulls schools that were active in a previous year and are no longer active.

Arrows 1-8 point to: 1. Index tab, 2. KY State Reporting, 3. Dropout Report, 4. Select Calendar header, 5. Calendar list, 6. Show Inactive Schools checkbox, 7. Extract Options header, 8. Submit to Batch button.

After you click on **Submit to Batch**, you will go to the System Administration\Batch Queue\Batch Queue Admin folder and the report should show in the Batch Queue List. After the report is finished running, click on Get the Report.



Admin Queue

History



Refresh



Delete All



Cancel All



Restart All Cancelled

Show top 50 tasks submitted between 08/31/2016 and 09/07/2016

Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
09/07/2016 11:20:37 AM	Dropout Report	tina.logan@education.ky.gov	Completed	09/07/2016 11:21:22 AM	09/07/2016 11:21:39 AM	Get the report

Review Data for Accuracy

There are a lot of fields in the extract, so below are suggested data checks.

1. Does the extract list only students who dropped out for the 2018-2019 school year (2018 summer dropouts or dropouts during the 2018-2019 school year)?
2. Did each student on the list either fail to return to the 2018-2019 school year (Summer Dropout Type, ends with CO1) or withdrew with a W12, W23, W24, W25 or W28 during the 2018-2019 school year?
3. Is the reporting district and school location correct? You can check enrollment against the reporting location 30 day rule listed on page 3. The days present, absent, enrollment date, withdrawal date are for information only. They show the days used to determine the school, district or state reporting location for the dropout.
4. Are the demographics correct? Race, Gender, SES (Lunch), LEP, Disability. If any of these are incorrect, check data in IC and correct any errors there. If the data is correct in IC, but incorrect in the extract, you will be able to enter a change request in SDRR during the data review period.
5. All checks must be done prior to the November 1, 2019 deadline. If the data is accurate, there is nothing else that you have to do. Data will be extracted after the deadline from the IC State database and data will be present in SDRR during a data review period yet to be determined.

Assistance

For assistance, please contact [David Curd](#) with the Office of Assessment and Accountability (OAA) at (502) 564-9853 extension 4744.